

Administrative Project Coordinator
-Phoenix-
Starting Salary: \$28,163 - \$30,845

The Arizona State Retirement System is seeking a professional with administrative assistant experience to support the Assistant Director and External Affairs staff in the Employer Relations, Government Relations, Rules and Policies, and Benefits Administration programs.

The position duties will include:

- Composing and distributing correspondence
- Scheduling and arranging meetings
- Preparing board committee meeting and legislative materials and special reports
- Maintaining databases
- Research and special projects

Knowledge, Abilities, Skills:

- Ability to multi-task
- Excellent organizational skills
- Detail-oriented
- Analytical/problem-solving skills
- Ability to handle multiple and changing priorities to meet critical deadlines
- Excellent oral and written communication skills
- Excellent computer skills including Word, Excel, PowerPoint
- Familiarity with public boards and employers and government and legislative process is a plus

Open until filled. Interested applicants must submit a comprehensive resume at azstatejobs.gov.